

## **8.0 CONTRACTOR QUALITY CONTROL**

### **8.1 INTRODUCTION**

The URS Field Investigation Task Manager will oversee the fieldwork to ensure that the field team, specifically the sampling team, is cognizant of the overall project objectives as well as any specific sampling and analysis requirements. Contractor quality control (CQC) will be performed in three phases: preparatory, initial, and follow-up. The activities associated with each of the CQC phases will be documented in a daily quality control report (DQCR), as described in Section 8.5. Detailed checklist plans and a description for each CQC phase are provided below.

### **8.2 PREPARATORY PHASE**

Prior to beginning any definable feature of work, the sampling team will review all of the work requirements, inspect all materials and equipment, inspect all work areas to ascertain completion of all preliminary work, and demonstrate all field activities. The checklist below outlines the requirements of the preparatory phase. The sampling team will be responsible for ensuring that the following checklist items are performed:

- Review all work requirements identified in the SAP and the QAPP.
- Calibrate each piece of field equipment during the preparatory inspection meeting using certified calibration standards.
- Discuss the sample custody procedures and sample numbering system, and prepare a full set of custody forms to be used as a reference.

As part of the preparatory phase, the sampling team will physically examine and gather all field equipment and other materials prior to fieldwork. The checklist below summarizes the essential field equipment and materials:

- Personal protective equipment
- Packing tape
- Base map to record sample locations
- QA/QC sample tracking sheets
- Air bills
- Field log books
- Field forms/chain-of-custody records
- Sampling and Analysis Plan
- Instrument operating manuals and procedures for equipment maintenance and repair

- Laboratory bottles with Teflon lids (as needed)

### **8.3 INITIAL PHASE**

The field team is responsible for overseeing every step of each fieldwork task when the work is first initiated. The required elements for the initial phase are indicated in the checklist below:

- Oversee sampling activities and review work for compliance with contract requirements.
- Inspect all sample labels and chain-of-custody forms for accuracy, completeness, and consistency.
- Inspect all coolers to ensure that environmental samples are packaged and shipped properly and check for sample integrity.
- Observe, verify, and document all calibration of field equipment.
- Inspect all field notes to ensure that all field personnel document the required information.
- Track samples as fieldwork proceeds on field sampling forms and the logbook.
- Prepare Daily Quality Control Reports discussed in Section 8.4.

### **8.4 DAILY QUALITY CONTROL REPORTS**

The field team will complete DQCRs daily during the site activities. The DQCRs will be dated and signed by a field team representative and stored in project files weekly. If significant modifications to the SAP are required, USACE will be contacted immediately. The DQCR form is included in Appendix B. Attachments to the DQCR may include quality assurance sample tables, chain-of-custody records, field screening results, and any other pertinent project forms. The DQCR will contain, at a minimum, the following information:

- Location at time of sampling.
- Field instrument measurements.
- Field instrument calibrations.
- Departures from the SAP.
- Discussion of problems encountered and resolutions.
- Instructions from USACE.